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Library Trustee Minutes 03/13/12

Meeting of the Board of the Library Trustees
Tuesday, March 13, 2012

Call To Order

Chairman Brigid Kennedy-Pfister called the meeting to order at 7:16 pm. In attendance were trustees Heather Calvin, Katharine Fennelly, Barbara Muldoon, Frank Murphy, and Joyce Radochia. Also attending were library director Maryellen Loud and assistant director Ryan Livergood.

Approval of Minutes

The trustees reviewed the minutes from the February 14, 2012 meeting. Ms. Fennelly made a motion to accept the minutes as presented. Ms. Muldoon seconded the motion and it passed unanimously.

Communications

Ms. Loud shared with the trustees the invitation for the staff appreciation luncheon hosted by Ms. Loud that will take place on Monday, March 26 from 12 pm to 2 pm.

Community Time

No members of the community were present.

Director's Report

The trustees reviewed the director's report. Mr. Murphy commented on the excellence and effectiveness of the legislative breakfast. The trustees asked why the library decided not to apply for the LSTA open grant. Mr. Livergood explained that after communicating with the MBLC consultant for the grant, he was informed the library's social media proposal was not a strong fit for the grant. Additionally, since LSTA funds could not be used to hire moonlighters in order to free regular staff to work on the grant, it would be difficult for staff to implement the program even if the grant application was accepted. The trustees asked about the meaning of the term AirPAC. Mr. Livergood explained that AirPAC was simply Innovative Interface's brand name for their new mobile online catalog product that the Minuteman Library Network has implemented. The library's online catalog is now optimized for mobile devices such as Android phones and iPhones. Patrons can use AirPAC to search for items in the catalog, place holds, and renew items on their mobile devices. Ms. Loud had two things to add to her report. Ms. Loud was asked to serve on a three-person screening committee to hire a new deputy town manager. Also, Ms. Loud will be joining the town manager next week to interview three library trustee candidates.

FY 2013 Budget Update

Ms. Loud reported there have been no changes from the last meeting. The Finance Committee has approved the library's budget. The budget for FY 2013 will meet the Municipal Appropriation Requirement (MAR).

Annual Report Flyer for the Public

Ms. Loud discussed the Annual Report Highlights flyer that is customarily handed out at town meeting after the budget is passed. The trustees discussed the value and benefits of handing out this flyer and the possibility of incorporating information from the Massachusetts Board of Library Commissioners (MBLC) Benefits flyer into this year's Annual Report Highlights flyer. The trustees agreed incorporating MBLC's information would be beneficial for several reasons. It demonstrates how meeting the MAR benefits the town by showing the tremendous value the library receives with sharing its resources and how the library is working regionally with other libraries to save the town money.

Approval of Policies

The trustees reviewed and discussed the Donations, Bequests and Gifts policy. Ms. Kennedy-Pfister suggested revising the second sentence in the last paragraph on the first page of the policy from "The Donor, to the satisfaction of the Library, must separately endow any gift, which will cause the library to incur annual or periodic maintenance costs" to read instead as "The Donor, to the satisfaction of the Library, must separately endow any gift, which will cause the library to incur annual or periodic maintenance and insurance costs." The trustees discussed the second paragraph on the second page of the policy. This paragraph addresses the library's traditional practice of adding bookplates to library materials purchased with gift funds and acknowledging each gift in writing. While it was established these practices will continue, the trustees agreed that this paragraph didn't need to be included in the policy. Ms. Calvin suggested revising the policy by eliminating the second paragraph on the second page of the policy. Mr. Murphy made the motion to adopt this policy with the suggested revision and Ms. Fennelly seconded. The motion passed unanimously. The trustees briefly discussed how this policy will likely need to be revisited after the foundation is officially up and running.

The trustees reviewed and discussed the Reading Room Rental policy. Ms. Kennedy-Pfister suggested revising the "Hours Available" section to read: "The Reading Room and lobby area is available during hours that the library is closed." and striking the remaining sentences in the section. Ms. Fennelly made the motion to adopt this policy with the suggested revision and Ms. Muldoon seconded. The motion passed unanimously.

Foundation

Ms. Loud reported that the foundation has met with Dick Keshian. His firm has a CPA with an expertise in establishing foundations, and he will go over the bylaws, get the necessary forms filled out, correct any previous errors that might have been made during the initial process of establishing the foundation, apply for non-profit status for the foundation with the IRS, and make sure the foundation is compliant with state and federal laws. Ms. Loud also reported that the Friends voted \$1000 to be allocated for foundation startup costs that can be used without restrictions. Town counsel is still looking at the paperwork to see if trust funds can be used for any foundation startup costs.

Arlington Gives Update

Due to the fact there were three non-profit groups associated with Arlington Gives that are not town funded, the brochures did not get mailed out with the water bills. One way around this issue might be to work with the new economic tourism board and have them include the three non-profit groups that are not town funded. Ms. Gandek-Tighe is working with the town counsel and the tourism board in an attempt to work out a solution.

Author Program at Town Hall-Sat. May 19

Howie Carr is booked for Saturday afternoon, May 19 at 2:00 pm.

Community Read

Ms. Loud reports that the Community Read committee this year consists of Kathy Fennelly, Joyce Radochia, Jane

Howard, Sally Naish, Wendy Watson, Laura Lintz and herself. They have narrowed this year's book down to five possibilities. They hope to make the selection at their next meeting. The 2012 Community Read will occur in October. The trustees expressed their appreciation to all of the volunteers for all of their hard work on making a selection.

Plugged In Funding

Ms. Loud reported it appears that even if we were to secure sponsorship from a bank, they likely would only be willing to give us \$1000. We would like to keep the momentum going for Plugged In and perhaps by next fall we would be able to find a funding source. Ms. Loud inquired whether trust funds could be used to cover April, May and June Plugged In programming. Ms. Muldoon indicated that while there is money in the McGuire fund, it is to be used for reference materials only. The trustees agreed that the McGuire fund could be used to fund reference databases which were previously funded through state aid. As a result, state aid can be used to fund Plugged In programming in April, May, and June.

Robbins Print Collection

Ms. Loud provided an update on the status of the print collection. Currently, Nancy Gentile has been managing the collection. Her responsibilities include mounting exhibits and she would like to continue in this role. Her compensation comes out of the print fund. The board must decide if they want Ms. Gentile to continue her work, and, if so, what hourly rate they would like to pay. Her current rate is based on when she was working full-time for the Robbins Library which required her to be paid time and a half to do the job. The trustees left the conference room and visited the print room to take a look at the collection and the potential storage needs. The trustees informed Ms. Loud that they would like a formal report from Ms. Gentile on how she believes they should handle the collection. Ms. Loud will invite Ms. Gentile to the trustees meeting next month to present a report with her proposed recommendations on how to handle the print collection. The trustees would like a report in writing from Ms. Gentile prior to the trustees meeting.

Friends Update

Ms. Radochia provided an update from the Friends. There is a children's and young adult book sale this Saturday. On May 5th, there will be an antiques appraisal by Skinner Auctioneers and Appraisals. The Friends are moving towards rectifying their bylaws.

Other

Mr. Murphy met with the new town manager Adam Chapdelaine and had a delightful conversation. He found him both very pleasant and knowledgeable about many library matters, including trust fund financials.

Ms. Loud and Mr. Chapdelaine will visit the Fox to discuss cooperation between the town and the Friends of Fox.

Date of Next Meeting

The next trustees' meeting will be held on Monday, April 9, 2012 at 7:15 pm.

Director Selection Process

Ms. Kennedy-Pfister reported that the screening committee met and interviewed seven candidates. Three of the candidates are being invited back for a second interview on March 21st. Due to the Open Meeting Law there can be no discussion of who these candidates are or their characteristics. After the next interview, the screening committee will make their recommendations to the town manager who will make a direct appointment. Ms. Kennedy-Pfister will inform the trustees when the final decision has been made public.

Retirement Reception for Library Director

Ms. Loud exited the meeting. The trustees discussed Ms. Loud's retirement party. Ms. Fennelly made a motion for the trustees to spend up to \$500 for the party. Mr. Murphy seconded.

Adjournment

Mr. Murphy moved to adjourn the meeting. Ms. Kennedy-Pfister seconded the motion and it passed unanimously. The meeting was adjourned at 9:38 pm.

Minutes submitted by Ryan Livergood

Documents provided:

- March 13 Meeting Agenda
- Minutes from the February 14, 2012 meeting of the Robbins Library Board of Trustees
- Director's Report for February 2012
- Nancy Gentile e-mail correspondence regarding the print collection
- Annual Report Highlights 2010 flyer
- MBLC Benefits flyer
- Staff Appreciation Luncheon Invitation flyer
- Donations, Bequests and Gifts policy
- Reading Room Rental policy